

TRAVEL EXPENSE CLAIM

CHP 262 (Rev. 3-09) OPI 071

☐ Relocation ☐ Out of State

DEPARTMENT California Highway Patrol	PAGE(S) 1 of 2
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CLAIMANT'S NAME Joseph A. Farrow	I. D. NUMBER 009486	SOCIAL SECURITY NUMBER*	WORK TELEPHONE NUMBER (916) 657-7152
POSITION Commissioner	CB / ID NUMBER M05	DIVISION OR BUREAU Office of the Commissioner	LOCATION CODE 001
RESIDENCE ADDRESS*		HEADQUARTERS ADDRESS 2555 1st Avenue	
CITY, STATE, AND ZIP CODE		CITY, STATE, AND ZIP CODE Sacramento, CA 95818	

1. MONTH / YEAR April 2009		3. LOCATIONS WHERE EXPENSES WERE INCURRED	4. LODGING	5. MEALS			6. INCIDENTALS	7. TRANSPORTATION				8. BUSINESS EXPENSE	9. TOTAL EXPENSES FOR DAY
2. DATE	TIME			BREAKFAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER		A. COST OF TRANS.	B. TYPE USED	C. TOLLS, PARKING	D. PRIVATE CAR USE MILES AMOUNT		
5	0800	Sacramento to Rohnert Park	94.68		10.00	18.00			SC				122.68
6	1500	Rohnert Park and Return			10.00				SC				10.00
7	2030	Sacramento to San Francisco	165.55						SC				165.55
8	1700	San Francisco and Return		6.00					SC				6.00
10	0900 1900	Sacramento to Ontario and Return							A				
13	1300	Sacramento to Onxard	96.80						A				96.80
14	1130	Onxard and Return		6.00					A				6.00
15	1600 1715	Sacramento							SC				
15	1800	Sacramento to Los Angeles	125.47						A				125.47
16	2000	Los Angeles and Return					18.00	6.00	A				24.00
19	2000	Sacramento to Tecate	123.82						A				123.82
20	1830	Tecate and Return		6.00	10.00				A				16.00
23	1430 2350	Sacramento to Los Angeles and Return							A				

10. **CLAIM TOTAL** **SEE PAGE 2**

11. PURPOSE OF TRIP, REMARKS AND DETAILS (ATTACH RECEIPTS / VOUCHERS WHEN REQUIRED) 5-6: Attended California State Sheriff's Association Executive Board Meeting and Opening Session of Annual Conference. 7-8: Guest presenter at Office of Traffic Safety Annual Conference 10: Regular scheduled visit to Inland Division Command. 13-14: Served as Keynote Speaker; city of Oxnard Law Enforcement Appreciation Night. 15: Attended BT&H Director's Meeting 15-16: Attended CAHP Quarterly Board Meeting. 19-20: Keynote Speaker at Tecate Border Inspection Facility Grand Opening. 23: Represent Department at Los Angeles County Youth Awards dinner. 26-27: Visited Officer Deys recovering from major injuries traffic collision. 29-1: Attended Motorcycle Safety Press Conf. Visited Southern Div. Area Commands & Trans. Mgmt Cntr. Attended Los Angeles County Law Enforcement Appreciation Event.	12. NORMAL WORK HOURS 0800-1700
	13. REGULAR DAYS OFF Saturday/Sunday
	14. PRIVATE VEHICLE LICENSE NUMBER
	15. MILEAGE RATE CLAIMED

16. I HEREBY CERTIFY that the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately-owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by S.A.M. Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

ACCOUNTING USE ONLY
PAID FOR BY REVOLVING CHECK NUMBER

CLAIMANT'S SIGNATURE (blue ink only)	DATE	SIGNATURE OF OFFICER-APPROVING TRAVEL AND PAYMENT	DATE
SIGNATURE AND TITLE OF AUTHORITY FOR SPECIAL EXPENSES		DATE	

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